

PURCHASING AGENT

FLSA Code: E

Job Code: 2430

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical work purchasing and contracting for city services, supplies, materials and equipment; supervises building and grounds activities; does related work as required. Work is performed under the general supervision of the Financial Services Director. Supervision is exercised over assigned personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, coordinating and overseeing the purchasing activities for city agencies; supervising building and grounds maintenance; preparing and maintaining appropriate files and records; developing and maintaining relationships with vendors.

Plans and coordinates the activities of the purchasing office and personnel engaged in building maintenance; Receives, reviews and approves all purchase requisitions; signs purchase orders; Consults with department heads concerning current and future purchasing and contracting needs, procurement concerns and problems regarding bid items; Supervises building and ground maintenance and repair projects or contracts and oversees same; Audits invoices, purchase orders, refunds, credit and related matters; Prepares bids and requests for proposals; oversees the opening and public reading of bids; ensures compliance with State and city procurement regulations; Prepares bid summaries for City Council approval; Reviews purchase requisitions and determines method of purchase; Develops and recommends purchasing policies and procedures; Oversees and monitors various city systems as assigned including alarms, telecommunications and printing; Confers with sales, vendor and manufacturing representatives; Schedules auctions and disposal of surplus property; Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school plus course work in purchasing, marketing, business management or related field and considerable experience in the purchasing and contracting of a variety of services, supplies, materials and equipment; thorough knowledge of business methods, markets and purchasing practices, laws relating to public purchasing; demonstrated ability to write clear and concise contracts and specifications; thorough knowledge of various grades and qualities of a variety of materials, supplies and equipment used by the city and of standard office procedures, practices and equipment; demonstrated ability to plan and review the work of office staff in performing varied procurement functions, to express ideas clearly and concisely, both orally and in writing and to establish and maintain effective working relationships with associates, vendors and the general public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.